TRANSMITTAL SLIP | DATE

TO: Protocol Branch

ROOM NO.	BUILDING
7E31	HQS

REMARKS:

FROM:

ROOM NO.	BUILDING	EXTENSION

FORM NO. 241   REPLACES FORM 36-8
1 FEB 55   WHICH MAY BE USED.   (47)

15 OCT 1984

MEMORANDUM FOR: Director of Data Processing

VIA: Deputy Director for Administration

FROM: [   ]   STAT
                Executive Secretary, Honor and Merit Awards Board

                                                                         STAT
SUBJECT: Certificate of Distinction - [   ]

    1. The Deputy Director for Administration has approved award
of the Certificate of Distinction to [   ] in recog-   STAT
nition of his exceptional achievements for the Agency. Please
inform him of the award, of the security provisions governing it
as set forth in the attached memorandum from the Security Advisor,
Honor and Merit Awards Board, and advise him that the Protocol
Branch, Office of Personnel, will contact him to arrange presenta-
tion of the award.

    2. We are committed to present awards as soon as possible
after their approval. When you have contacted the awardee, please
ask a member of your staff to mail the attached "Return Copy" of
this memorandum to the Protocol Branch, indicating the date of your
notification and a telephone number on which the awardee can be
reached.
                                                                         STAT

Attachments

Awardee notified of award on _____
                                    (date)
by _____
        (name, office, extension)
Awardee can be reached on _____
                                (telephone)

Comments: